

**SOP# 7 Revision:**  
**Effective Date:** 7-7-10

**Prepared by:** Bylaw/Policy & Procedure Comm.  
**Approved by:** Board of Directors

**Title: SANTA ROSA PLATEAU FOUNDATION (SRPF) - CORE VALUES AND CODE OF ETHICS**

**1.0 CORE VALUES**

**1. Integrity**

- A. Our organization's activities, services, and programs are consistent with our stated mission and compatible with our organizational capacity.
- B. We maintain the highest standards of excellence and accountability, including prudent use of finances, and fair, accurate, and honest disclosures of information.

**2. Honesty and Transparency**

- A. We provide truthful information about our program activities, use of donations, and finances.
- B. We are accessible and responsive to our members and the public who inquire about the affairs of our organization.

**3. Stewardship**

- A. We are able to accomplish our mission through the generosity of others and respect donor's intentions and restrictions on the use of their gifts.
- B. We promote responsible stewardship of the resources entrusted to us for the accomplishment of our work.

**4. Care and Loyalty**

- A. We comply with all applicable federal, state, and local laws and regulations.
- B. We as individual Board members are informed and participate in Board decisions in good faith.
- C. We do not use our position for individual personal advantage.
- D. We keep the interests of the community we serve in mind as we look for opportunities to become partners with those working in the private and public sectors.

**5. Respect and Dignity**

- A. We respect the dignity, uniqueness, and intrinsic value of every person – the people we serve, the donors, our volunteers, staff and others.
- B. We value respectful, reasoned dialogue with one another when we disagree.

**6. Accountability**

- A. We recognize that the true measure of our success is whether individuals and the communities we serve change for the better as a result of our work.
- B. We strive to produce measurable outcomes through program evaluations.

- C. We recognize that developing and maintaining sound financial management is an important element of our accountability.

## **7. Excellence**

- A. We believe in striving to be the best in our volunteer efforts, our relationships, our ideas, and our service and program delivery.
- B. We value and uphold the highest ethical and professional standards in all working relationships.

## **2.0 CODE OF ETHICS**

### **1. Mission**

- A. The SRPF's mission is to educate and empower youth to appreciate, protect, and preserve nature. All of our programs and projects support this mission, and we are loyal and passionate about this mission. We also ensure that all those who work on behalf of the SRPF are committed to the mission.

### **2. Personal and Professional Integrity**

- A. As representatives of the Santa Rosa Plateau Foundation, all staff, Board members and volunteers act with honesty, integrity, and openness. The SRPF promotes a working environment that values respect, fairness, and integrity.

### **3. Governance**

- A. The SRPF's Board of Directors is responsible for setting the mission and strategic direction and overseeing the organization's finances, operation, and policies. The Board ensures that:
  - I. Board members have the requisite skills and experience to carry out their duties and understand and fulfill their governance duties by acting for the benefit of the organization and the greater good of the community.
  - II. There is a conflict of interest policy and any conflicts of interest or appearance thereof are avoided or appropriately managed through disclosure, recusal, or other means. Examples of conflicts include (but are not limited to):
    - a. Doing business with a Board member or his/her firm
    - b. Pressuring the organization to hire a friend, relative or business associate
  - III. The Board of Directors is responsible for the hiring, firing and regular review of the performance of the Executive Director (ED) and that the compensation of the Executive Director is reasonable and appropriate.
  - IV. The ED provides the Board with timely and comprehensive information to carry out its duties.
  - V. The SRPF conducts all transactions and dealings with integrity and honesty.
  - VI. The SRPF promotes working relationships with Board members, staff, volunteers and members that are based on mutual respect, fairness, and openness.
  - VII. The SRPF is fair and inclusive in the selection of Board, staff, and volunteers.

- VIII. Policies of the organization are in writing, clearly articulated and officially adopted.
- IX. The resources of the SRPF are responsibly and prudently managed.
- X. The SRPF has the capacity to carry out its programs effectively.
- XI. Any information deemed confidential and proprietary by the SRPF will be treated as such; for example but not limited to, donor information, personal information of Board Directors, SRPF members and volunteers. (This clause amended 1-25-12)

#### **4. Legal Compliance**

- A. The SRPF is knowledgeable of and complies with all local, state and federal laws and regulations.

#### **5. Responsible Stewardship**

- A. The SRPF manages its funds responsibly and prudently through the following procedures.
  - I. Use of our resources to further our mission
  - II. Allocation of resources to ensure effective financial systems, internal, controls, competent staff, and professional management
  - III. Reasonable and appropriate compensation of staff and consultants
  - IV. Maintaining reasonable fundraising costs
  - V. Not accumulating excessive operating funds
  - VI. Ensuring that all spending practices and policies are fair, reasonable, and appropriate in fulfilling our mission
  - VII. Financial reporting that is timely, accurate, and used as a tool in managing resources

#### **6. Openness and Disclosure**

- A. The SRPF provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive to reasonable requests for information. All information about the SRPF fully and honestly reflects our policies and practices. The current 990 tax return and audited financial statements are posted on our website and available to the public. All solicitation materials accurately represent our policies and practices and reflect the dignity of our members.

#### **7. Program Evaluation**

- A. The SRPF is committed to continuous improvement and regularly reviews program effectiveness. We take the lead in bringing new ideas to our members and promote education and learning as a key to successfully meeting community needs.

## **8. Inclusiveness and Diversity**

- A. We understand that diversity enriches our programs. Therefore, the SRPF promotes inclusiveness and diversity in its staff, Board and volunteers through recruitment, hiring, retention and promotion.

## **9. Fundraising**

- A. We are open, honest, and prudent in our fundraising practices. We respect the privacy of our donors and use resources consistent with their intent by practicing the following:
  - I. Informing donors of our mission, the way resources will be used and our capacity to use donations effectively
  - I. Informing donors of the identity of Board members and that we expect the Board to exercise prudent judgment in its stewardship responsibilities
  - II. Providing access to our most recent financial reports
  - III. Assuring donors that their gifts will be used for the purposes for which they are given
  - IV. Providing appropriate acknowledgement and recognition of gifts
  - V. Assure donors that the information about their donations is handled with respect and with confidentiality to the extent provided by the law
  - VI. Assuring donors that their relationship with us will be of the highest professional nature
  - VII. Informing donors whether those seeking donations are volunteers, employees of the SRPF or hired solicitors
  - VIII. Ensuring that mailing lists are kept confidential
  - IX. Encouraging donors to ask questions when making a donation, and we provide prompt, truthful and forthright answers.

## **10. Membership**

- A. The SRPF is committed to the public good, are trustworthy, open, honest, and use their members' donations responsively. Additionally the SRPF provides members with the following:
  - I. An invitation to every annual meeting
  - II. The right to participate in election of Board Directors
  - III. An annual financial and programmatic report
  - IV. Current information regarding events, activities and volunteer opportunities
  - V. An open, responsive attitude toward a member's feedback with appropriate follow-up keeping the best interests of members and the community in mind